



Westbury Infant School

Admissions Policy and Arrangements

Academic Year: 2026-27

1. Introduction and Authority

Westbury Infant School is a community Infant School within the jurisdiction of Wiltshire Council. As a community school, Wiltshire Council is the Admissions Authority and determines all admission arrangements in accordance with:

- [The School Admissions Code](#)
- [The School Admissions Appeals Code](#)
- [Wiltshire Council's coordinated admissions scheme for primary schools](#)

This policy explains how applications for Reception places and in-year admissions are managed under Wiltshire Council's procedures.

2. Published Admission Number (PAN)

We have a pan (places) of 90 per year group with a total capacity of 290 pupils.

The current Published Admission Number (PAN) for Reception at Westbury Infant School is **90**. This will reduce to **60** from September 2027.

This is the number of children that can be admitted to the Reception year each September. Children usually start in the September following their fourth birthday.

3. Application Process

3.1 Normal Admissions (Reception)

All applications for a Reception place must be received by Wiltshire Council by the closing date of **15 January 2027**.

Wiltshire Council will notify parents of the outcome on National Offer Day **16 April 2027**.

3.2 In-Year Admissions

Applications for places outside the Reception admissions round must also be made via Wiltshire Council. The Local Authority will:

- Process the application
- Check availability of places
- Notify the family of the outcome

Where a place is offered, Westbury Infant School will then contact parents to arrange a start date.

3.3 Deferred Entry / Part-Time Attendance

Parents may:

- Request that their child starts Reception part-time
- Defer their child's admission until later in the academic year (but not beyond the term after the child's fifth birthday)

These arrangements must be discussed with the Headteacher following Wiltshire Council guidance.

3.4 Summer-Born Children

Parents of children born between **1 April and 31 August** may request delayed entry into Reception (start one year later). Such requests must:

- Be made to Wiltshire Council
- Include supporting information
- Be considered by the Admissions Authority and school

Each request will be considered individually.

4. Children with an Education, Health and Care Plan (EHCP)

Children with an EHCP that names Westbury Infant School must be admitted. These admissions are handled by Wiltshire Council's SEND team and are not subject to oversubscription criteria.

5. Oversubscription Criteria

If the number of applications exceeds the PAN, Wiltshire Council will allocate places using the following criteria (in order of priority):

1. Looked After Children and Previously Looked After Children
2. Children with Exceptional Medical or Social Needs supported by professional evidence
3. Siblings of children attending the school (or linked junior school) at the time of admission
4. Children living within the school's designated catchment area
5. Children living outside the catchment area, ranked by distance from the school

Tie Break

If two or more children meet the same criterion, the tiebreak will be:

- Straight-line distance from home to school, measured using Wiltshire Council's GIS mapping system

6. Waiting Lists

- Wiltshire Council maintains waiting lists for oversubscribed year groups.
- Children are ranked according to the oversubscription criteria only.
- Waiting lists are maintained at least until 31 December of the admission year.

7. Appeals

Parents have the right to appeal if their application is refused. Appeals are:

- Managed independently by Wiltshire Council
- Conducted in accordance with the School Admissions Appeals Code
- Heard by an independent appeals panel

Parents will receive full details of the appeals process in their decision letter.

8. Fair Access Protocol

Westbury Infant School participates in Wiltshire Council's Fair Access Protocol to ensure that unplaced or vulnerable children gain school places quickly.

9. Monitoring and Review

This policy is reviewed annually to ensure alignment with Wiltshire Council's determined admission arrangements for the relevant academic year.

10. Further Information

For full details of Wiltshire Council's admissions arrangements and coordinated scheme, please visit:

Wiltshire Council School Admissions Service

Phone: 01225 713010

Email: admissions@wiltshire.gov.uk

This service handles applications for school places, including in-year transfers and appeals, and can also provide information on catchment areas. You can apply for a school place online through the [Wiltshire Council Parent Portal](#) or by using a paper form.